

WEB2.0 CONTENT MANAGEMENT SIMPLIFIED

INSITECREATION 2012

User's Guide



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Support is Available

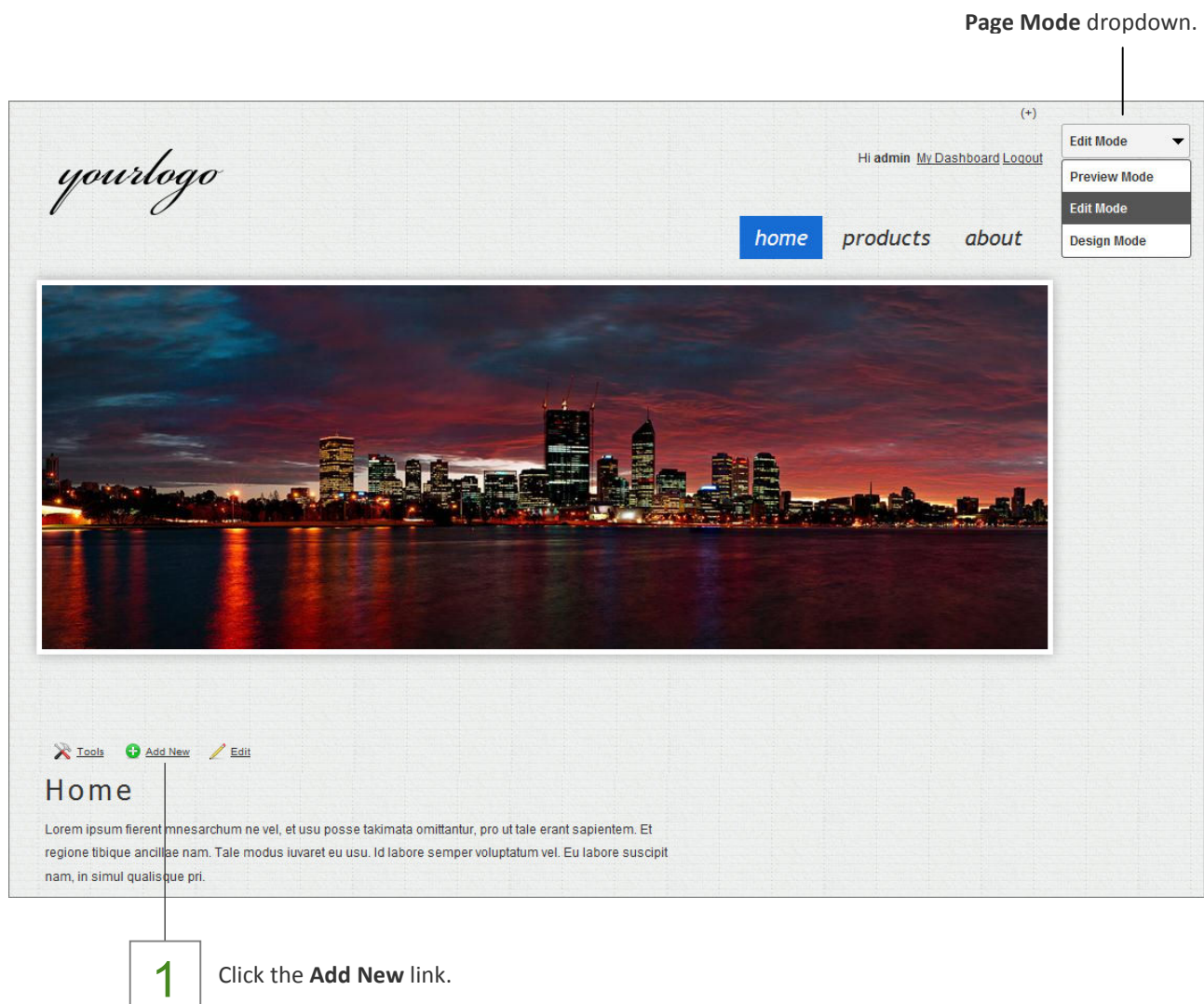
Adding a Page

InsiteCreation 2011 provides a simple, self-explanatory interface in almost any part of the application, including the content authoring process. After login, locate “Page Mode” dropdown list on the top right corner.

There are 3 options of page modes:

- Preview Mode
- Edit Mode
- Design Mode

To add a new page, switch to **Edit Mode** and then simply click on the **Add New** link after login; the system will guide you through the process of creating a new page.



Add New

URL:

Title: Normal Page ☒ Linked Page ☐

Content:

Lorem ipsum fieri...
 usu. Id labore...
 Tempus nostrud...
 vituperata. Iis di...
 adolescens. ius...
 tique ancillae r...
 eu. vim moderat...
 it usu posse takimata omittantur. pro ut tale erant sapientem. Et regione tibi que ancillae nam. Tale modus iuvaret eu...
 labore suscipit nam. in simul qualisque pri...
 tratus cotidieque ad. id novum eventi qui. Per an erem inure appareat. on harum volumus detinebas eu. has ut munere...
 uot utinam efficiantur. adhuc invenire assentior mei eu. Ne est nullam regione. porro admodum ei sit. Pro et velit dicant...
 re Lorem ipsum fierent moresarchum ne vel. et usu posse takimata omittantur. pro ut tale erant sapientem. Et regione...
 u usu. Id labore semper voluptatum vel. Eu labore suscipit nam. in simul qualisque pri. Tempus nostrud explicari est...
 eu. vim moderatius cotidieque ad. id novum eventi qui.

<BODY>

Display Order:

☐ Summary & Thumbnail for listing

☐ Attach Document & Media
☐ Attach Link
☐ Create Listing

☒ Page Properties ☐ Publishing Schedule ☐ Make a Product

[Back to Pages](#)

2 Specify the Title.

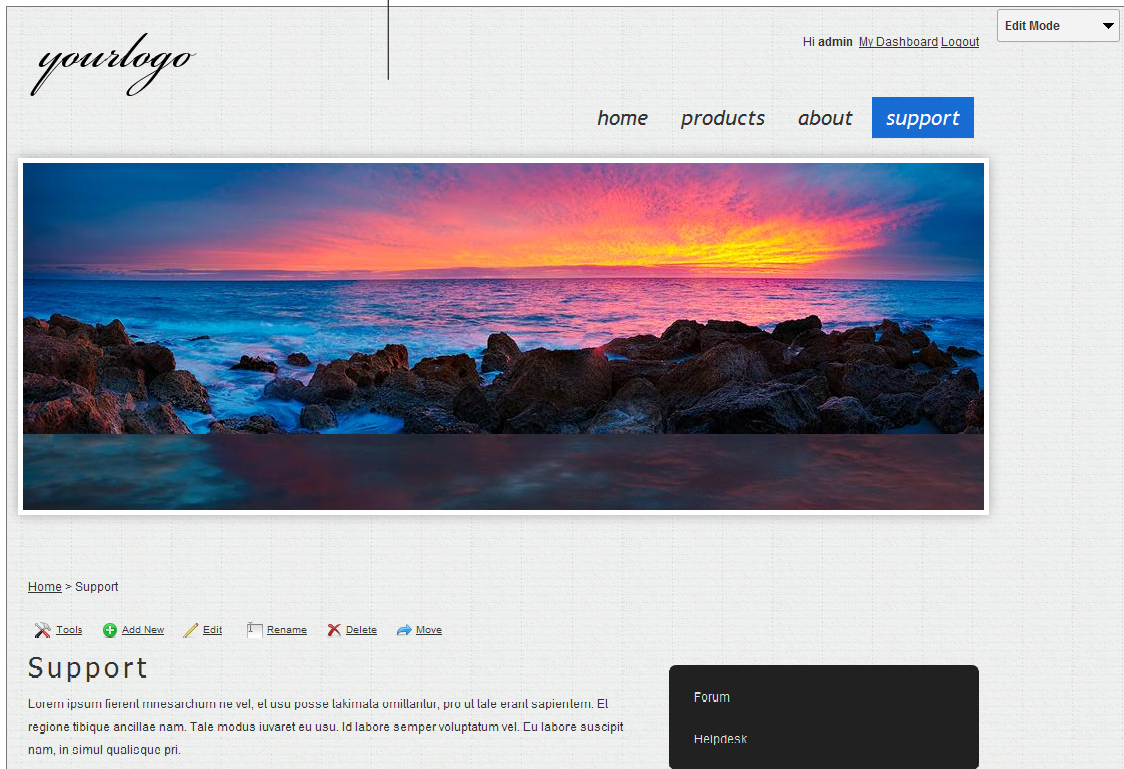
3 Use the quick editor or the advanced WYSIWYG editor to author content.

4 Specify the page order (menu position).

5 Click the **Save as Draft** button to save the page as a draft or click the **Publish** button to publish the page.

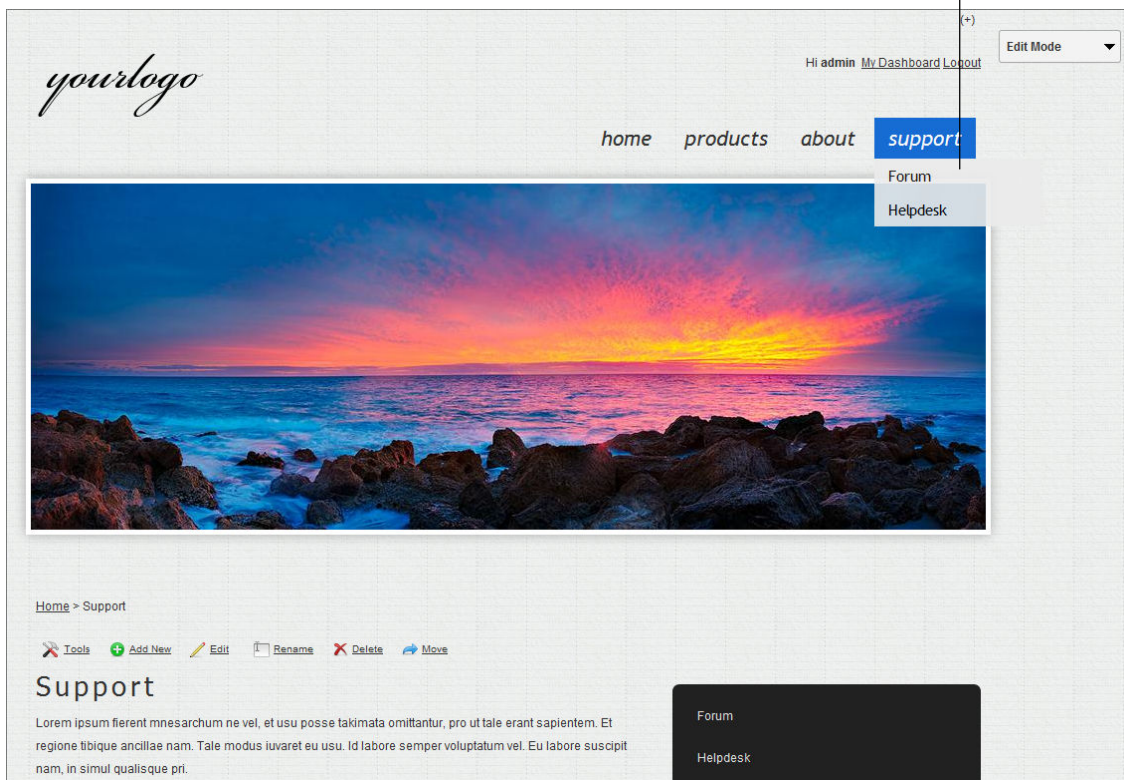
6

The page is created and a new menu item is now displayed on the site menu.

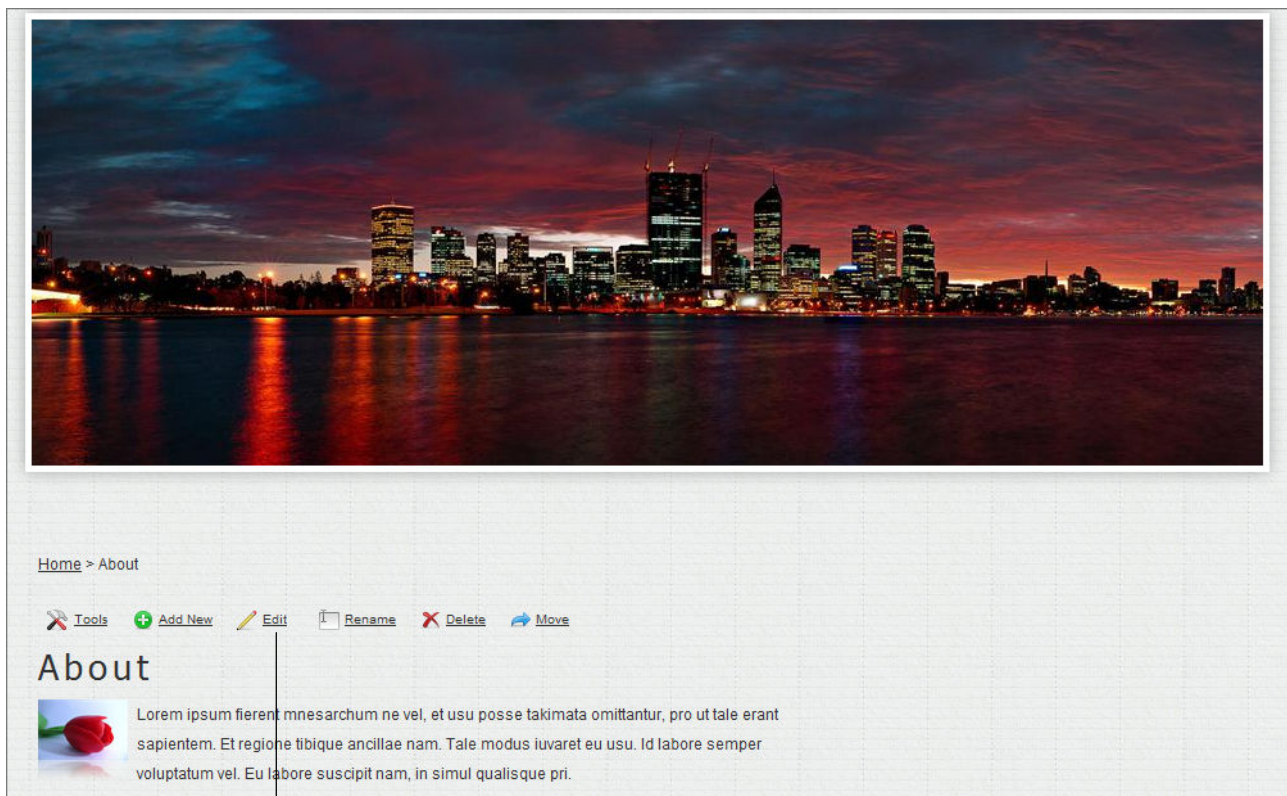


You can create sub pages under the newly created page using the same steps. The sub pages will also be displayed on the site menu.

7



Editing a Page



1

To edit an existing page, open the page you are going to modify and select the **Edit** link.

InsiteCreation uses a content locking mechanism to prevent two or more users from editing the same page. If the page is locked by another author, there will be no **Edit** link displayed.


Home > About

Edit Page

URL: <http://localhost:49477/InsiteCreation/about.aspx>


Title:




Content:







Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.
 Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.
 Tempor nostrud explicari est eu, vim moderatius cotidieque ad, id novum everti qui. Per an errem iriure appareat, pri harum volumus definiebas eu, has ut munere vituperata. His diam consetetur et, ut sit quot utinam efficiantur, adhuc invenire assentior mei eu. Ne est nullam regione, porro admodum ei sit. Pro et velit dicant adolescens, ius at prodesset accommodare. Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.
 Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.

<BODY> <DIV>

☐  Summary & Thumbnail for listing

☐  Attach Document & Media
☐  Attach Link
☐  Create Listing

☒  Page Properties
 ☐  Publishing Schedule
 ☐  Make a Product
 ☐  Side Content

[Back to Page](#)

2

On the Edit form, you can update title and content.

3

Click **Save** to save your changes while still keeping the page open for editing.
 Click **Save & Finish** to save the changes as a draft and close the content editor.
 Click **Publish** to publish your changes to your website.

Rich Media Content

When editing content, you can insert multimedia files (images, videos, music), or any other file as link or embedded object.

Inserting an Image

1 Click the **Insert Resources**.

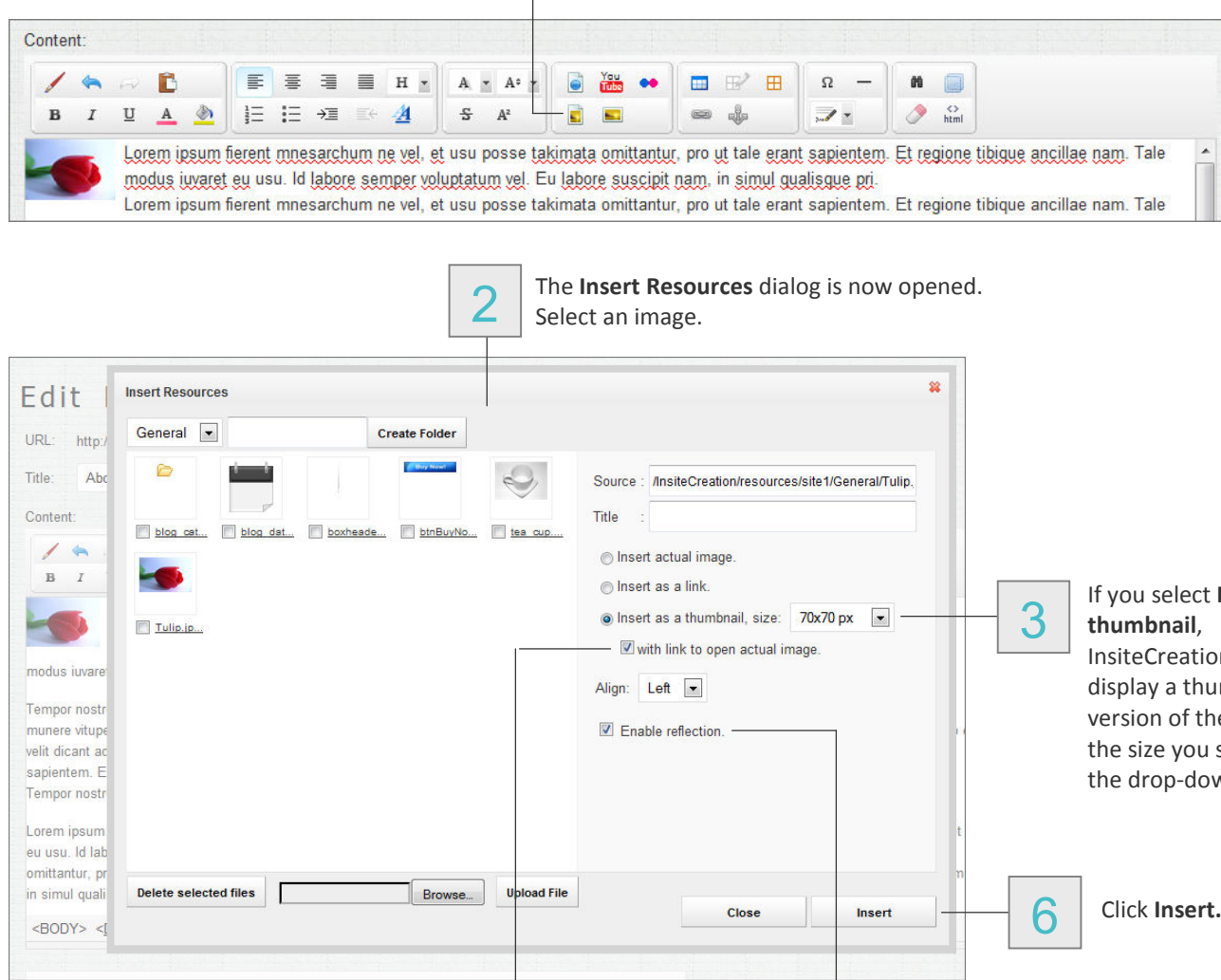
2 The **Insert Resources** dialog is now opened. Select an image.

3 If you select **Insert as a thumbnail**, InsiteCreation will display a thumbnail version of the image at the size you specify in the drop-down list.

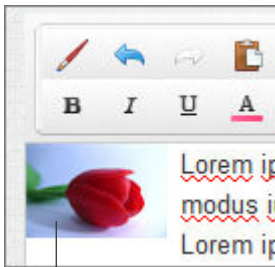
4 Here you can give a link to the thumbnail that will open the actual image.

5 A cool reflection effect can be added to the thumbnail.

6 Click **Insert**.

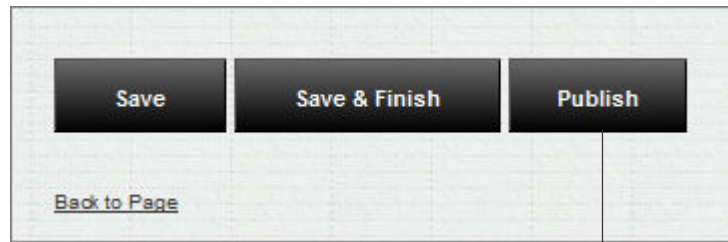


The screenshot shows the 'Insert Resources' dialog box in the InsiteCreation editor. The dialog has a 'General' tab and a 'Create Folder' button. On the left, there is a list of files including 'blog_cat...', 'blog_dat...', 'boxheade...', 'binBuyNo...', 'tea_cup...', and 'Tulip...'. The 'Tulip...' file is selected, and its thumbnail is shown. On the right, the 'Source' is set to '/InsiteCreation/resources/site1/General/Tulip...'. The 'Title' field is empty. The 'Insert as a thumbnail' option is selected, and the 'Size' is set to '70x70 px'. The 'Align' is set to 'Left'. The 'Enable reflection' checkbox is checked. At the bottom, there are buttons for 'Delete selected files', 'Browse...', 'Upload File', 'Close', and 'Insert'.



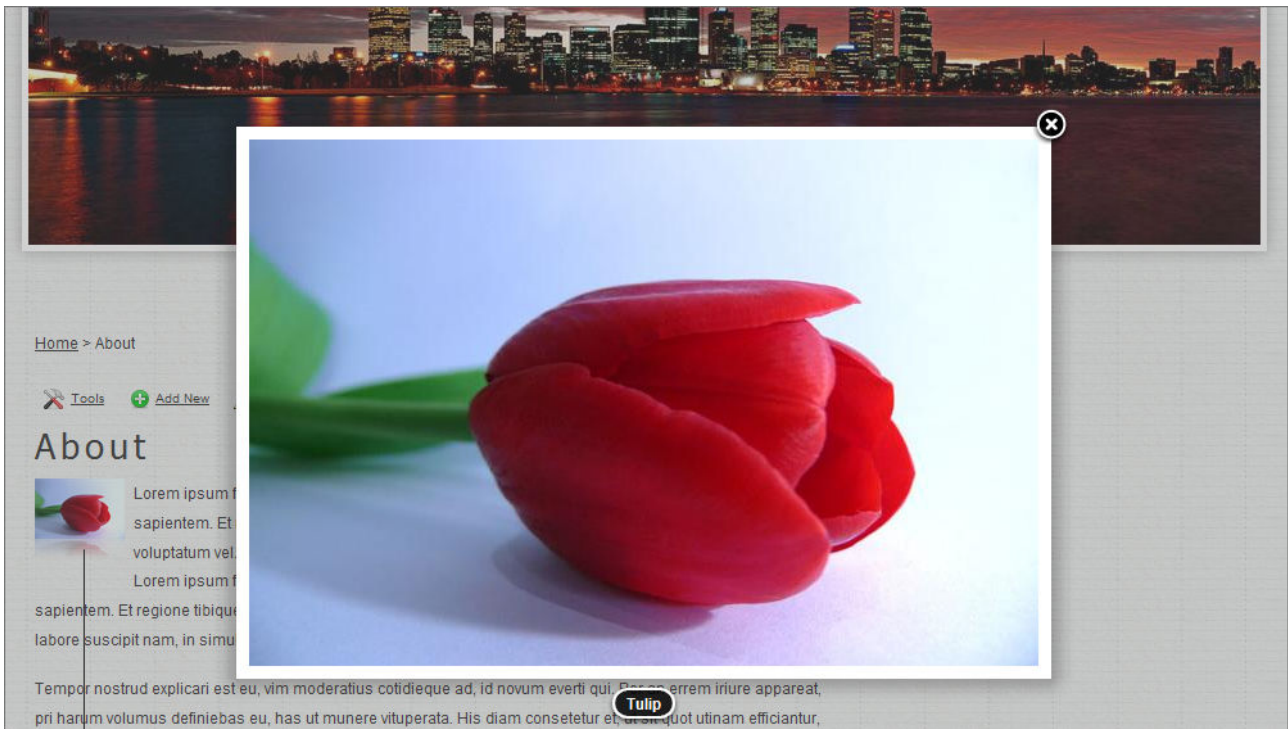
7

Here is the inserted Image.



8

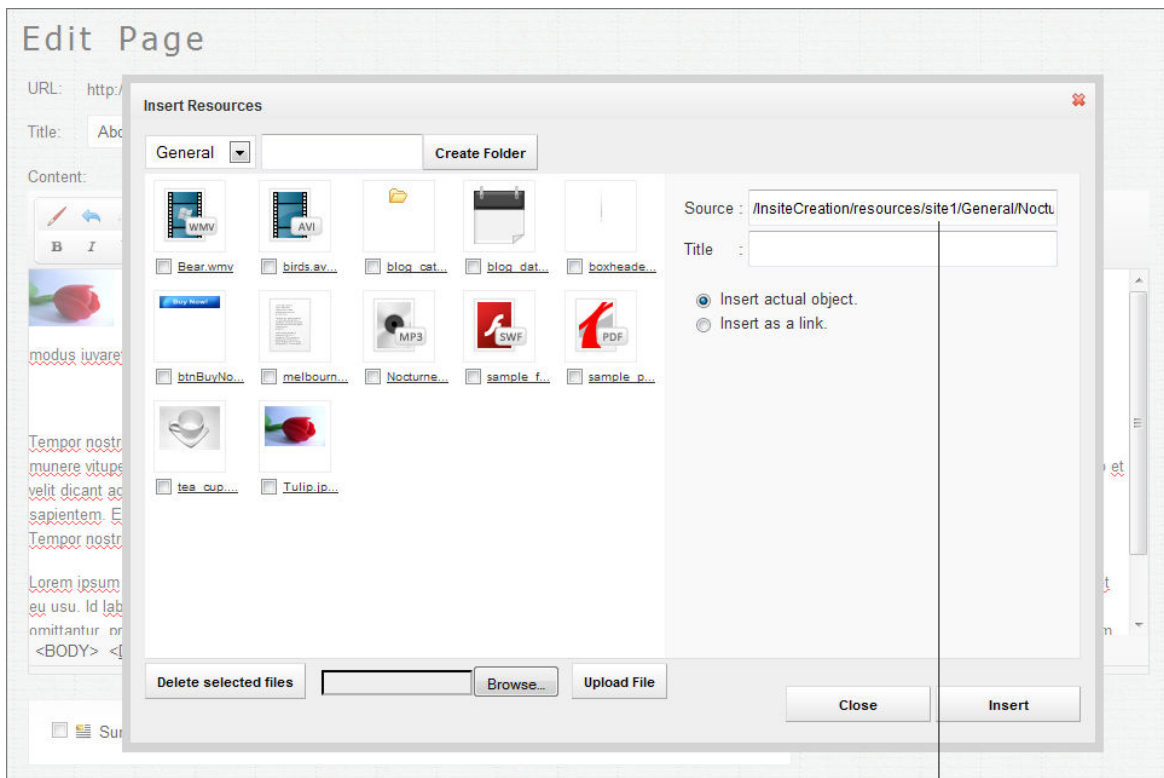
Publish the page to see the result.



9

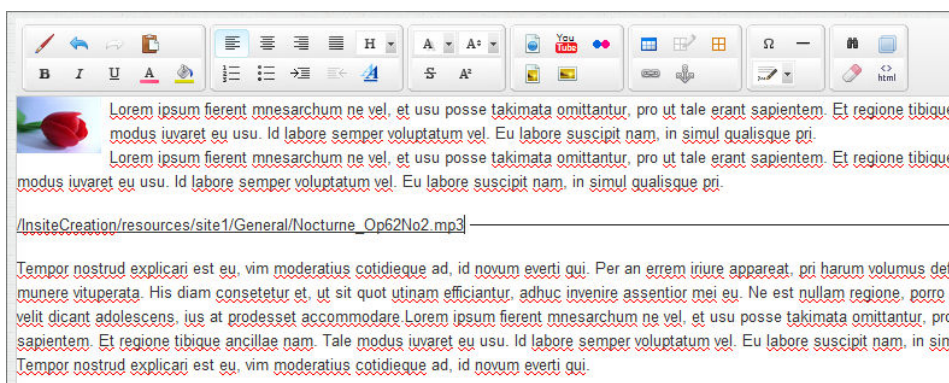
Finished! A thumbnail is inserted. This is a real thumbnail (not a resized image). If you click on the thumbnail, the actual image is displayed in a smooth lightbox (no new windows or page reloads required).

Inserting Music



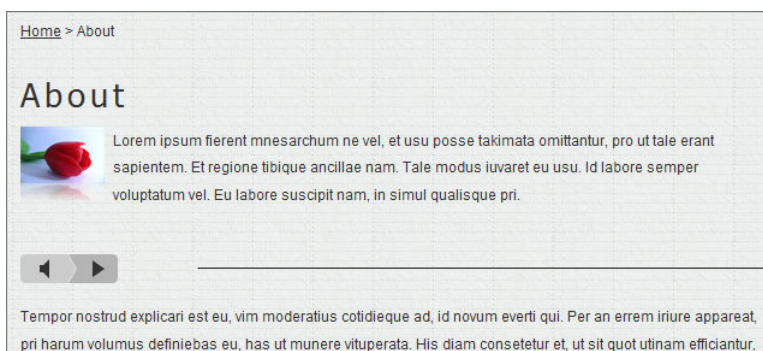
Using the same steps, you can select and insert a music file.

1



2

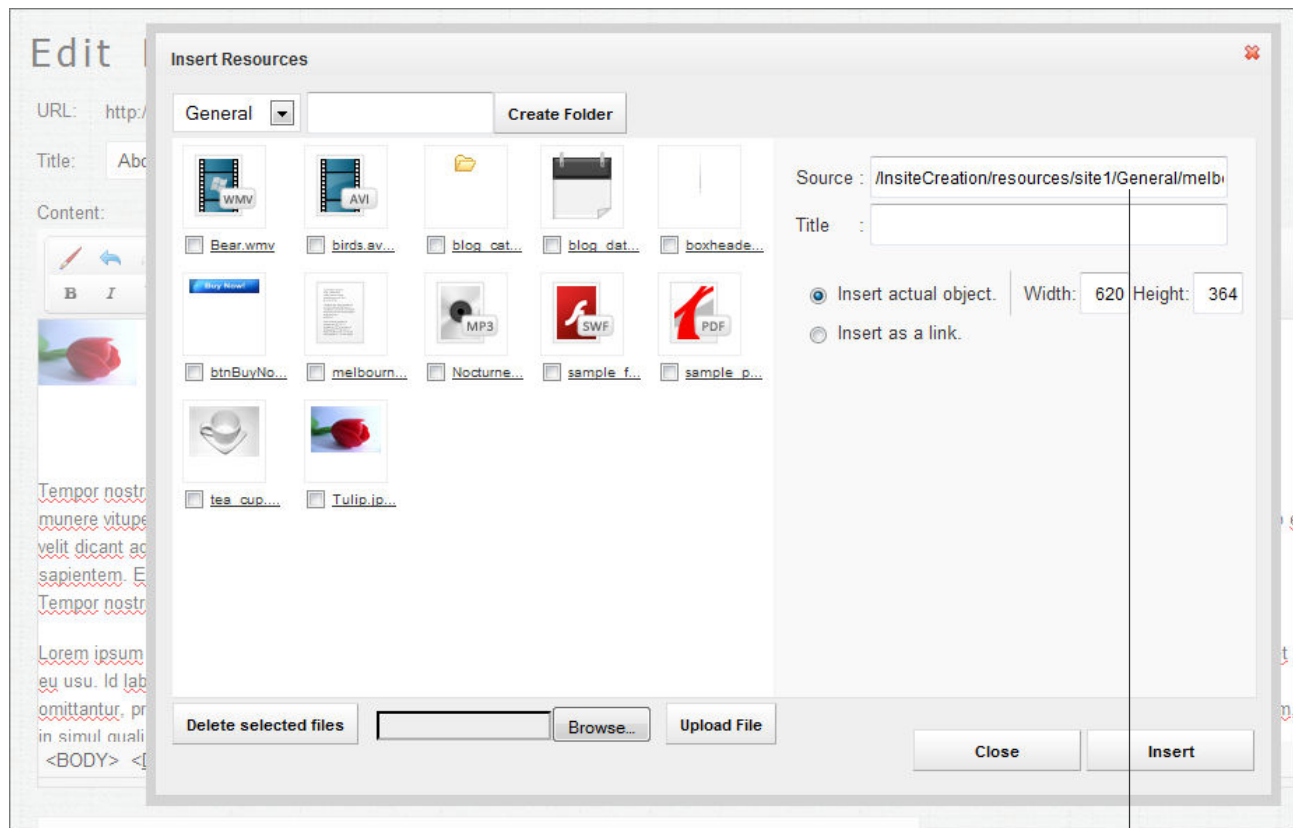
A link to the music file is inserted.



3

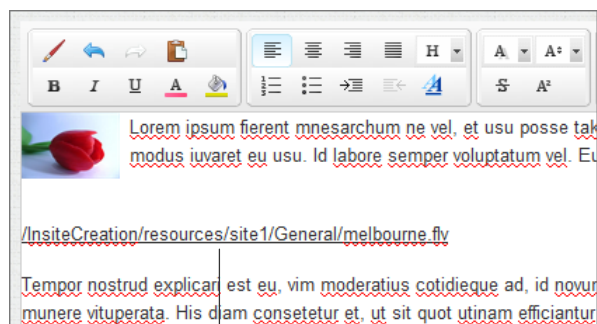
After the page is published, a player is embedded automatically!

Inserting a Video



You can insert various video files (flv, avi, wmv and mov).
Select a video file & click **Insert**.

1



2

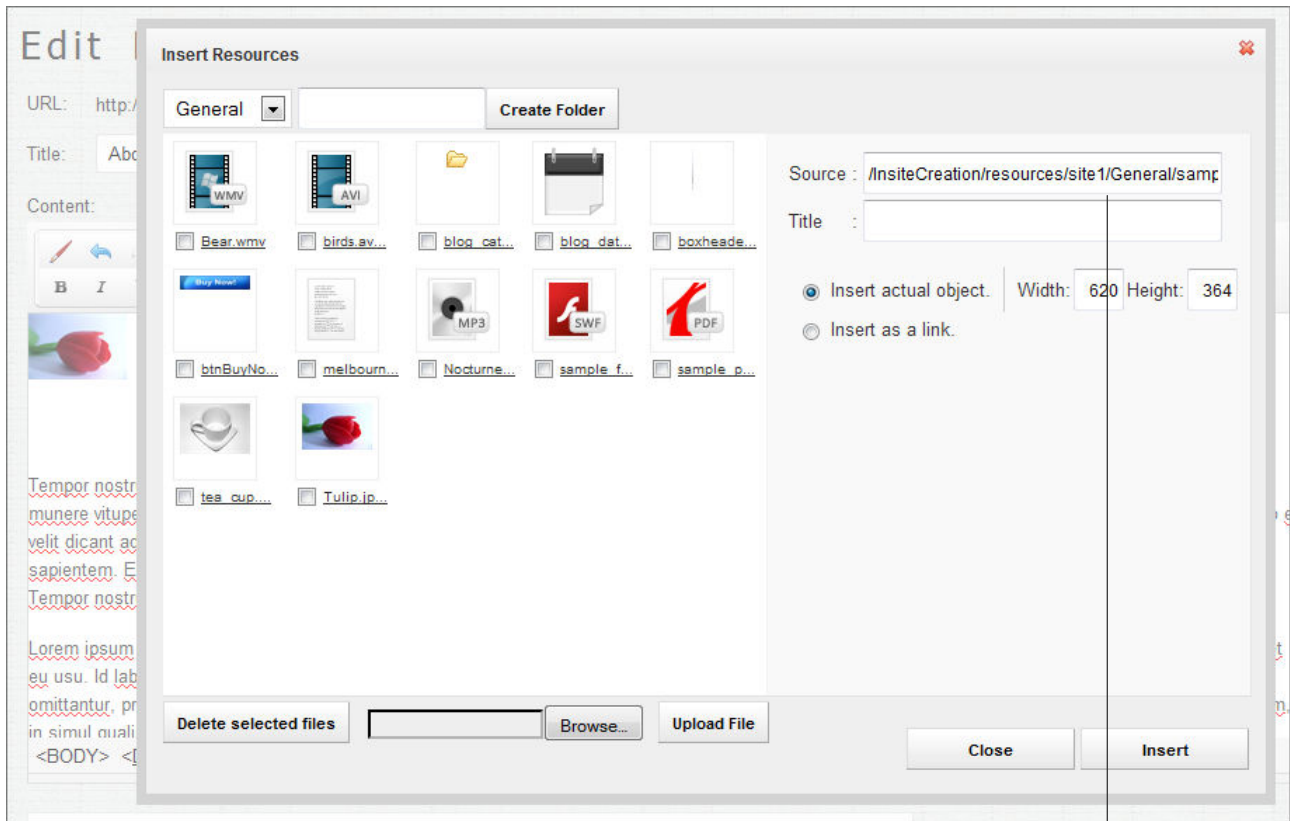
A link to the video file is inserted.



3

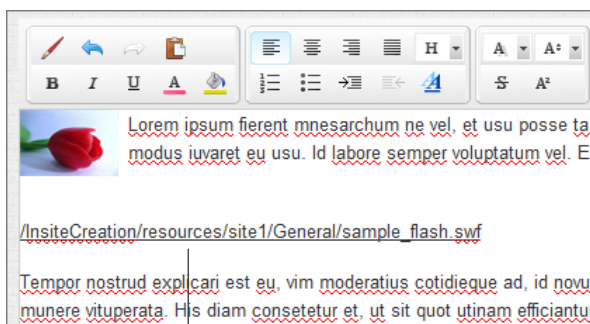
After the page is published, a player is embedded automatically!

Inserting Flash



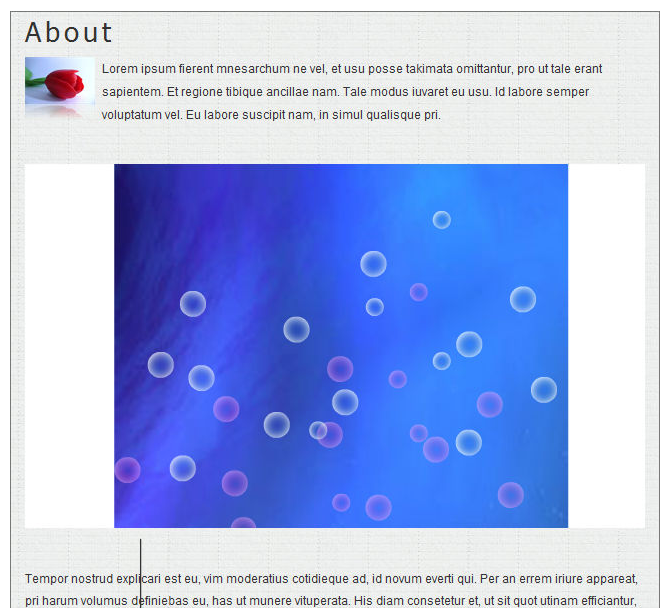
Select a flash file and click **Insert**.

1



2

A link to the flash file is inserted.

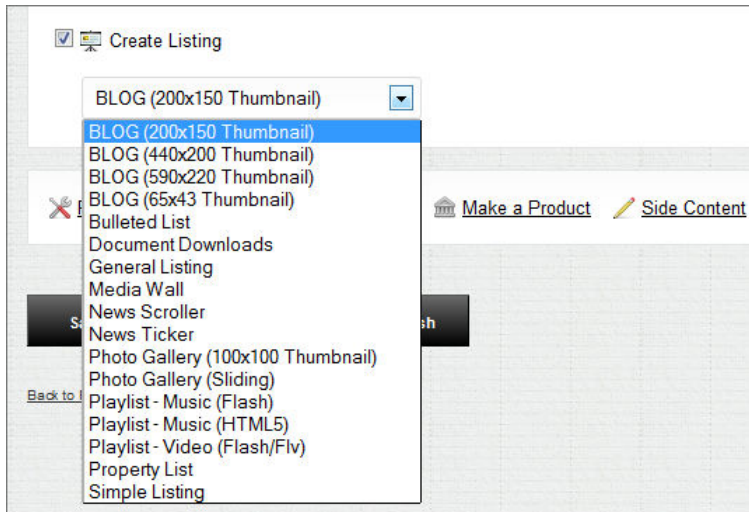


3

Publish the page and see the result.

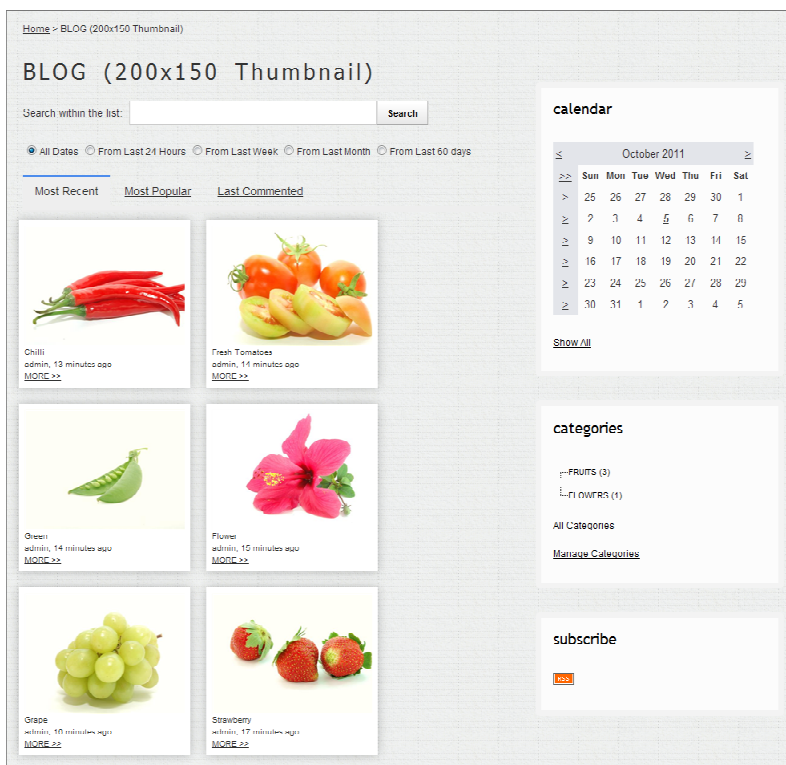
Listing

InsiteCreation allows you to make a listing from any page. By checking the **Make this page a listing/gallery** option when creating or editing a page, a listing template selection will be displayed to create almost any type of listing.



Built-in Listings

Below are some examples of the built-in listings in InsiteCreation:



BLOG (440x200 Thumbnail)

Search within the list:

☒ All Dates ☐ From Last 24 Hours ☐ From Last Week ☐ From Last Month ☐ From Last 60 days

[Most Recent](#) [Most Popular](#) [Last Commented](#)

Chilli

admin, 22 minutes ago - Uncategorized



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[READ MORE >>](#)

Fresh Tomatoes

admin, 22 minutes ago - Fruits



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[READ MORE >>](#)

Green

admin, 23 minutes ago - Uncategorized



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[READ MORE >>](#)

Flower

admin, 23 minutes ago - Flowers



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[READ MORE >>](#)

calendar

October 2011							
<	>						
>>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
≥	25	26	27	28	29	30	1
≥	2	3	4	5	6	7	8
≥	9	10	11	12	13	14	15
≥	16	17	18	19	20	21	22
≥	23	24	25	26	27	28	29
≥	30	31	1	2	3	4	5

[Show All](#)

categories

FRUITS (3)

FLOWERS (1)

[All Categories](#)

[Manage Categories](#)

subscribe

[RSS](#)

BLOG (590x220 Thumbnail)

Search within the list:

☒ All Dates ☐ From Last 24 Hours ☐ From Last Week ☐ From Last Month ☐ From Last 60 days

[Most Recent](#) [Most Popular](#) [Last Commented](#)

Chilli

admin, 27 minutes ago - Uncategorized



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[READ MORE >>](#)

Fresh Tomatoes

admin, 28 minutes ago - Fruits



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[READ MORE >>](#)

Green

admin, 28 minutes ago - Uncategorized



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[READ MORE >>](#)

Flower

admin, 29 minutes ago - Flowers



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[READ MORE >>](#)

calendar

October 2011						
≤						≥
>>	Sun	Mon	Tue	Wed	Thu	Fri
>	25	26	27	28	29	30
≥	2	3	4	5	6	7
≥	9	10	11	12	13	14
≥	16	17	18	19	20	21
>	23	24	25	26	27	28
≥	30	31	1	2	3	4

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categories

FRUITS (3)

FLOWERS (1)

[All Categories](#)

[Manage Categories](#)

subscribe

[RSS](#)


[Home](#) > BLOG (65x43 Thumbnail)

BLOG (65x43 Thumbnail)


Search within the list:

☒ All Dates
 ☐ From Last 24 Hours
 ☐ From Last Week
 ☐ From Last Month
 ☐ From Last 60 days


[Most Recent](#)
[Most Popular](#)
[Last Commented](#)




Tomatoes
just now
[MORE >>](#)




Apple
1 minute ago
[MORE >>](#)




Mango
1 minute ago
[MORE >>](#)




Fresh Strawberry
2 minutes ago
[MORE >>](#)




Chilli
36 minutes ago
[MORE >>](#)




Fresh Tomatoes
37 minutes ago
[MORE >>](#)




Green
37 minutes ago
[MORE >>](#)



Flower
38 minutes ago
[MORE >>](#)



Grape
39 minutes ago
[MORE >>](#)



Strawberry
40 minutes ago
[MORE >>](#)

calendar

< October 2011 >

>>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
>	25	26	27	28	29	30	1
>	2	3	4	5	6	7	8
>	9	10	11	12	13	14	15
>	16	17	18	19	20	21	22
>	23	24	25	26	27	28	29
>	30	31	1	2	3	4	5

[Show All](#)

categories

- FRUITS (3)
- FLOWERS (1)


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[Home](#) > Document Downloads


Document Downloads




PDF Document Example
[sample_pdf.pdf](#) (86 KB)




Excel Document Example
[Book1.xlsx](#) (8 KB)



Zip File Example
[Report3.zip](#) (5 KB)



Word Document Example
[Report1.doc](#) (26 KB)



Text File Example
[SampleText.txt](#) (2 KB)

General Listing

Fresh Leaves



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

Conker



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

Tulips



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

Aloe Vera



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

Media Wall

Search within the list:

Search

[Most Recent](#)

[Most Popular](#)

[Last Commented](#)

[Title](#)

News Ticker

4 minutes ago | Uncategorized

Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.

2 minutes ago

[Leaves.jpg](#)



Be the first of your friends to like this.

Write a comment...

Document Downloads

6 minutes ago | Uncategorized

Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.



[sample_pdf.pdf](#)

[sample_pdf.pdf](#) (86 KB)



[Report3.zip](#)

[Report3.zip](#) (5 KB)



[Report1.doc](#)

[Report1.doc](#) (26 KB)



[Book1.xlsx](#)

[Book1.xlsx](#) (8 KB)



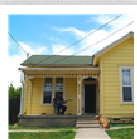
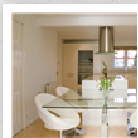
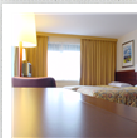
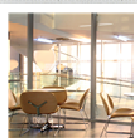
Be the first of your friends to like this.

Write a comment...

Photo Gallery

14 minutes ago | Uncategorized

Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.



Be the first of your friends to like this.

Write a comment...

[Home](#) > News Scroller

News Scroller



[MORE >>](#)



Conker
8 minutes ago

[Home](#) > News Ticker

News Ticker

11 minutes ago

[Tulips](#)



Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem.

[Home](#) > Photo Gallery (100x100 Thumbnail)

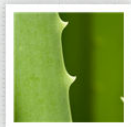
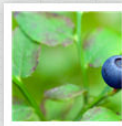
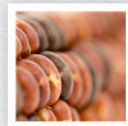
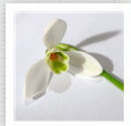
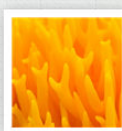
Photo Gallery (100x100 Thumbnail)

[Most Recent](#)

[Most Popular](#)

[Top Rated](#)

[Title](#)



categories

└─ NATURE (8)

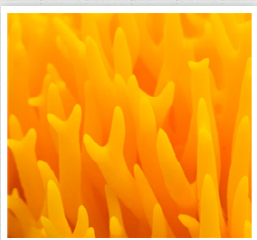
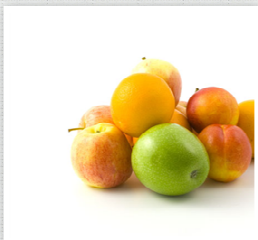
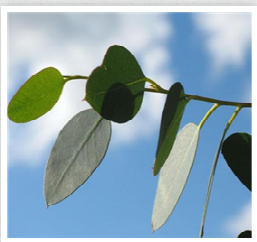
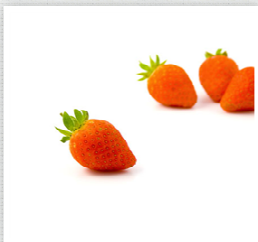
└─ OBJECTS (4)

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[Home](#) > Photo Gallery (250x250 Thumbnail)

Photo Gallery (250x250 Thumbnail)



categories

NATURE (0)

OBJECTS (4)

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[Home](#) > Playlist - Music (Flash)

Playlist - Music (Flash)



Frédéric chopin, Polish-French composer and pianist of the Romantic period, best known for his solo pieces for piano and his piano concerti. In full Frédéric François Chopin, Polish Fryderyk Franciszek Szopen. Born March 1, 1810. Zelazowa Wola, near Warsaw, Duchy of Warsaw.

MP3 source: www.musopen.com - Musopen is an online music library of copyright free music (public domain music).

Nocturne No. 1 in B Flat Minor, Op. 9



Nocturne No. 2 in E Flat Major, Op. 55



Mazurka in A Minor, Op. 13



Nocturne Op. 62 No. 2



[Home](#) > Playlist - Music (HTML5)

Playlist - Music (HTML5)



Frédéric chopin, Polish-French composer and pianist of the Romantic period, best known for his solo pieces for piano and his piano concerti. In full Frédéric François Chopin, Polish Fryderyk Franciszek Szopen. Born March 1, 1810. Zelazowa Wola, near Warsaw, Duchy of Warsaw.

MP3 source: www.musopen.com - Musopen is an online music library of copyright free music (public domain music).

Nocturne No. 1 in B Flat Minor, Op. 9



Nocturne No. 2 in E Flat Major, Op. 55



Mazurka in A Minor, Op. 13



Nocturne Op. 62 No. 2



[Home](#) > Playlist - Video (Flash/Flv)

Playlist - Video (Flash/Flv)

Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuvaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.

Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuvaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri. Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibique ancillae nam. Tale modus iuvaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.

 [Melbourne](#)

 [Birds](#)

[Home](#) > Simple Listing

Simple Listing

[Macro of Mushroom](#)

[Aloe Vera](#)

[Red Corn](#)

[Pile of Strawberries](#)

Macro of Mushroom

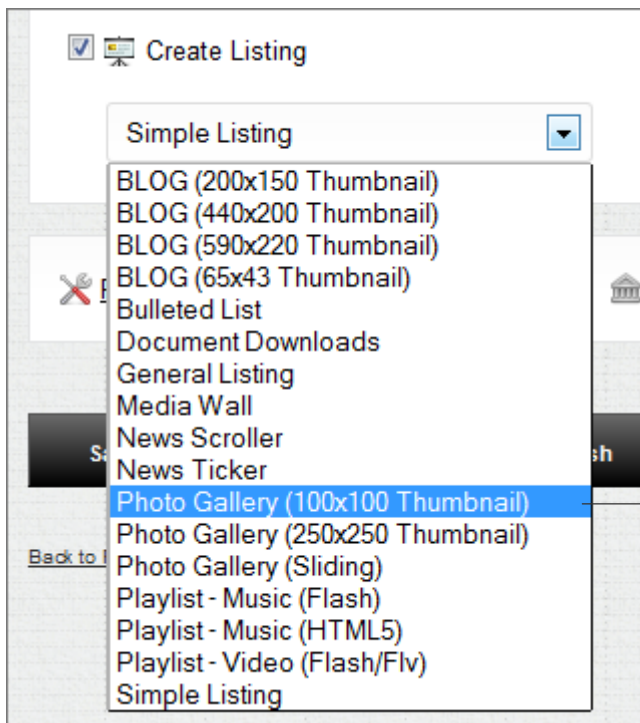
Aloe Vera

Red Corn

Pile of Strawberries

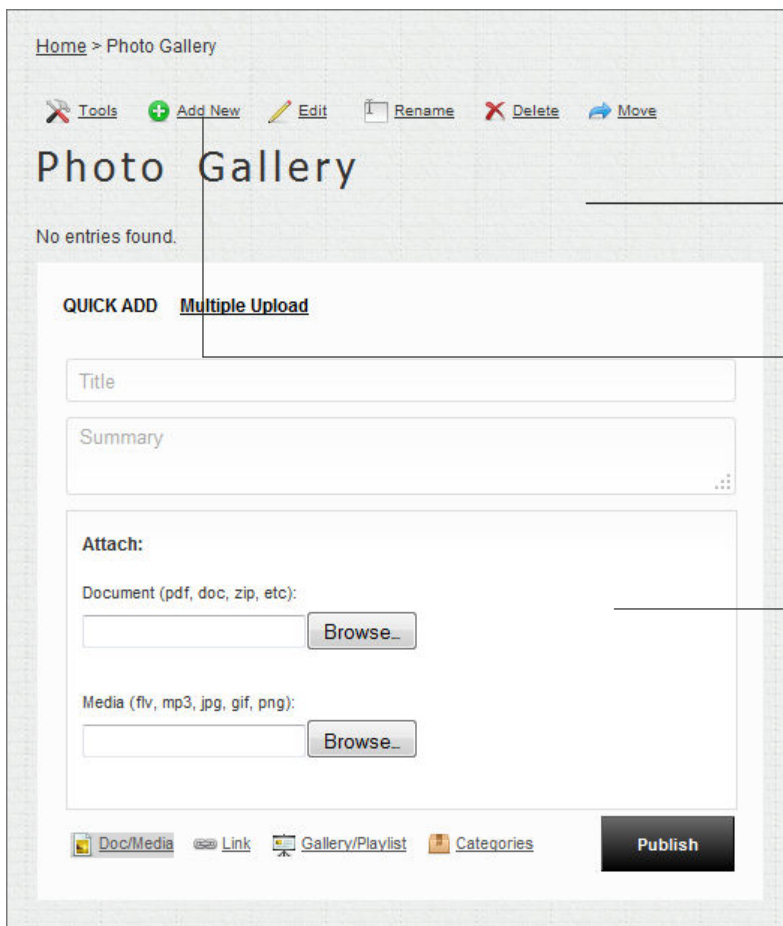
Creating a Listing

You can make a listing from any page. Edit the page and check option **Create Listing**.



1

Try selecting **Photo Gallery (100x100 Thumbnail)** and publish the page.



2

Finished! Your listing page is now created.

3

Now you can start adding entries for your listing. Adding entries is the same as adding a normal page. Click the **Add New** link.

Note:

To quickly add listing entries, you can use the **Quick Add** panel. Just upload as many as images as you want and the gallery will show them instantly.

4

After selecting the **Add New** link, the **Add New** form is displayed. Enter a title.

Check the Summary & Thumbnail for listing option.

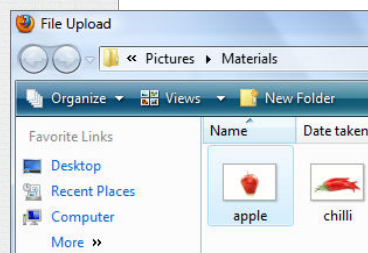
5

Check the Make this page as a Document/Media item option.

7

6

Here you can upload an image file as a thumbnail for the gallery. InsiteCreation performs a real & automatic thumbnail creation, so you can upload an image of any size/dimension.



8

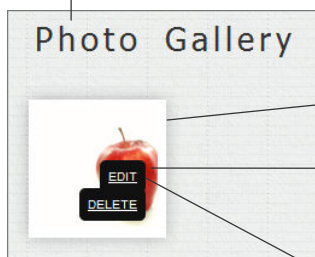
Here you can upload an image to be displayed at actual size on the page. **Note:** the system also allows you to upload video (FLV) or audio (MP3) files that will be embedded on the page with a built-in player.

9

Optionally, you can upload any file for downloading (ZIP, PDF, DOC, etc).

10

Publish the page and Done!
Our listing (Photo Gallery) now has an entry.

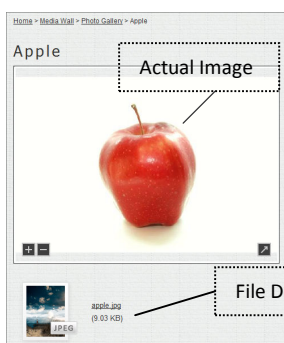


Note:

The **thumbnail** is displayed on the listing.

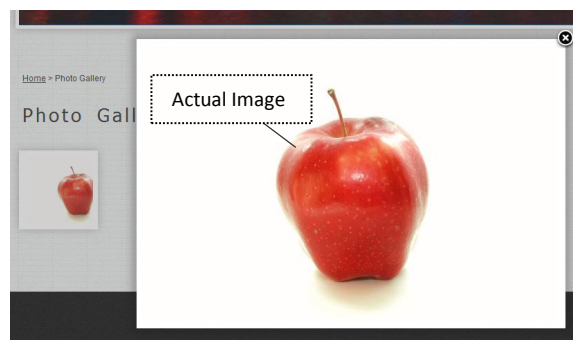
Note:

Clicking the thumbnail will open the actual image in a stylish light window.



Note:

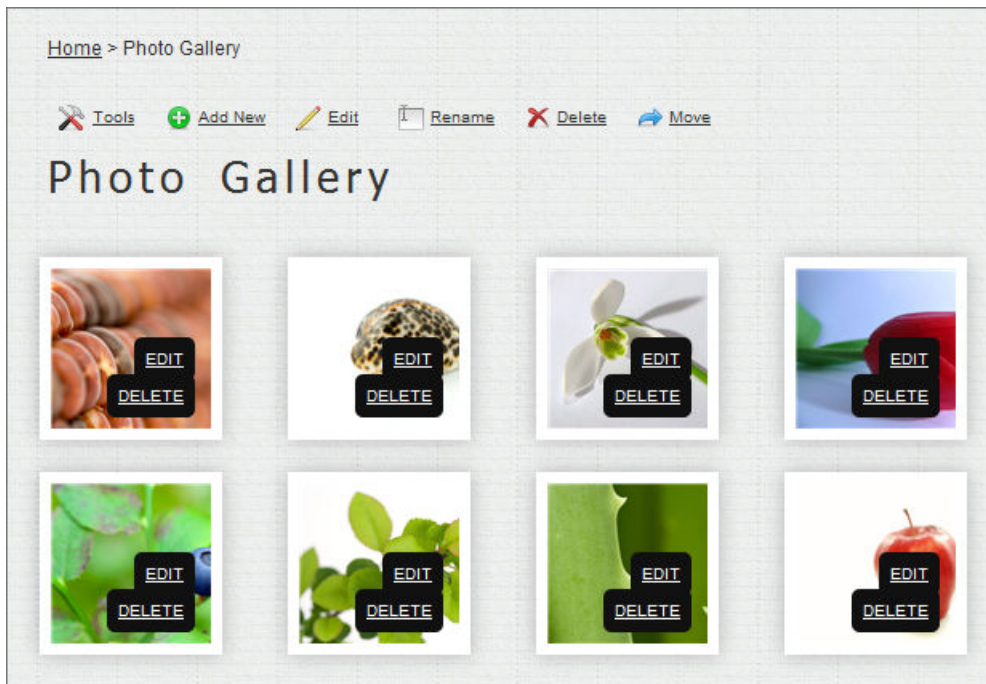
Clicking the **Edit** link will bring you to the photo page.



11

Try adding more entries.

You will have a great looking photo and a quick lightbox window to show the actual photos.



Note:

Almost each part of the listing/gallery is configurable. For example, you can specify the number of listing columns, choose the information you would like to display on each photo, manage categories, and much more!

To customize the listing display, go to the **Dashboard** and select the **Listing Templates** menu.

Page Options

When you edit a page, you can specify 4 optional settings of the page:

1. Page Properties
2. Publishing Schedule
3. Side Content
4. Shop

1 **Page Properties** allows you to enter additional information about your page.

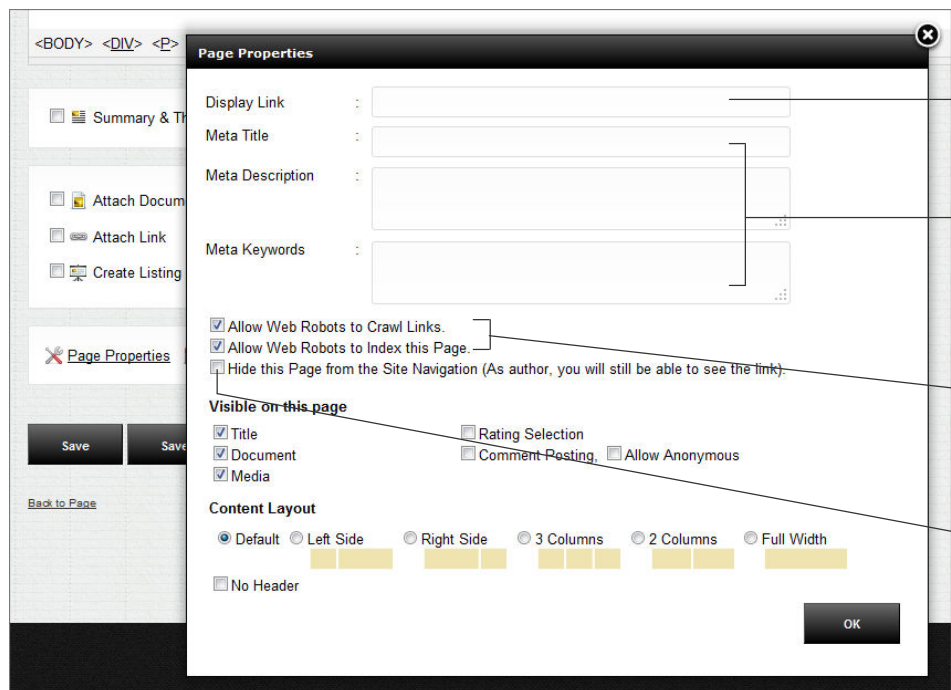
2 **Publishing Schedule;** you can control the publishing schedule of a page by specifying the start date and end date.

3 **Side Content;** you have the option to add additional content to the left or right of the main content.

4 InsiteCreation has a built-in Shopping Cart facility. Click the **Make a Product** link to set up the page as a product page with a Buy button.

Page Properties

Here are the settings in the **Page Properties** dialog:



The screenshot shows the **Page Properties** dialog box. It has several sections: **Display Link** (a text field), **Meta Title** (a text field), **Meta Description** (a text area), **Meta Keywords** (a text area), **Visible on this page** (checkboxes for Title, Document, Media, Rating Selection, Comment Posting, Allow Anonymous), and **Content Layout** (radio buttons for Default, Left Side, Right Side, 3 Columns, 2 Columns, Full Width, and a checkbox for No Header). Annotations with lines pointing to specific fields include: 'If the page title is too long to be displayed in the navigation menu, you can specify a shorter title in **Display Link**.' (pointing to Display Link), 'Enter meta data (Title, Description and Keywords) to help search engines index your page.' (pointing to Meta Title, Meta Description, and Meta Keywords), 'Specify interactions with search engine here.' (pointing to Rating Selection, Comment Posting, and Allow Anonymous), and 'Check this option if you want to hide the page from the site menu/navigation.' (pointing to the 'Hide this Page from the Site Navigation' checkbox).

If the page title is too long to be displayed in the navigation menu, you can specify a shorter title in **Display Link**.

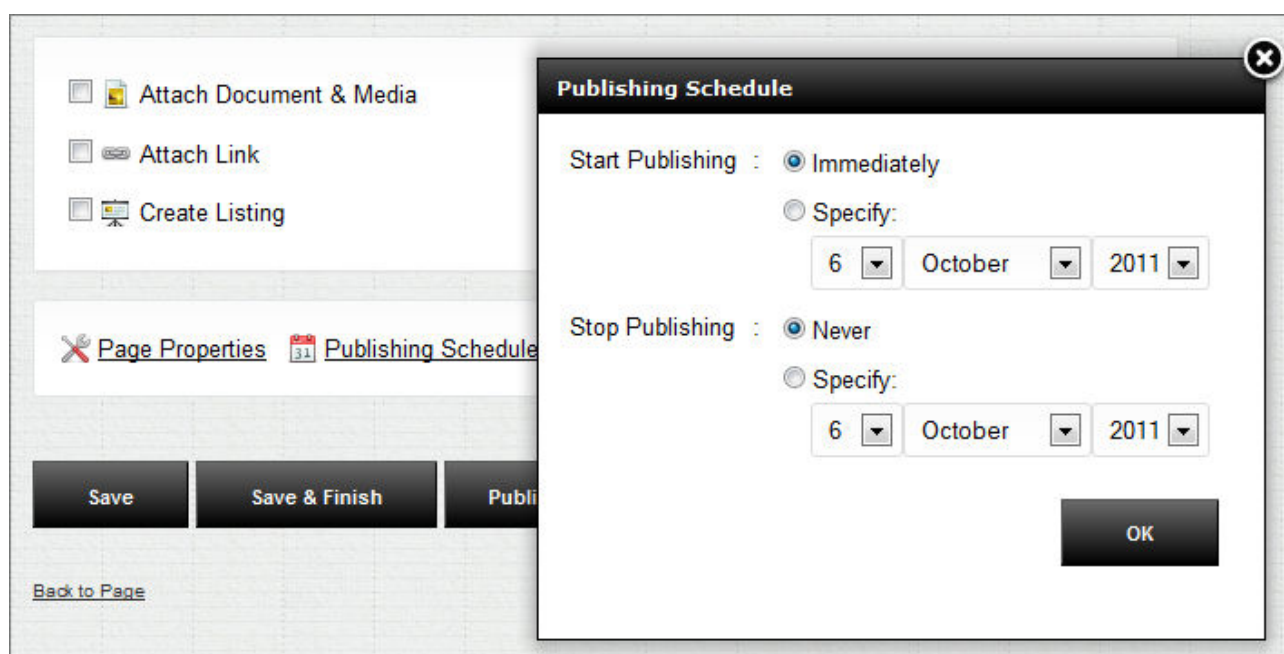
Enter meta data (Title, Description and Keywords) to help search engines index your page.

Specify interactions with search engine here.

Check this option if you want to hide the page from the site menu/navigation.

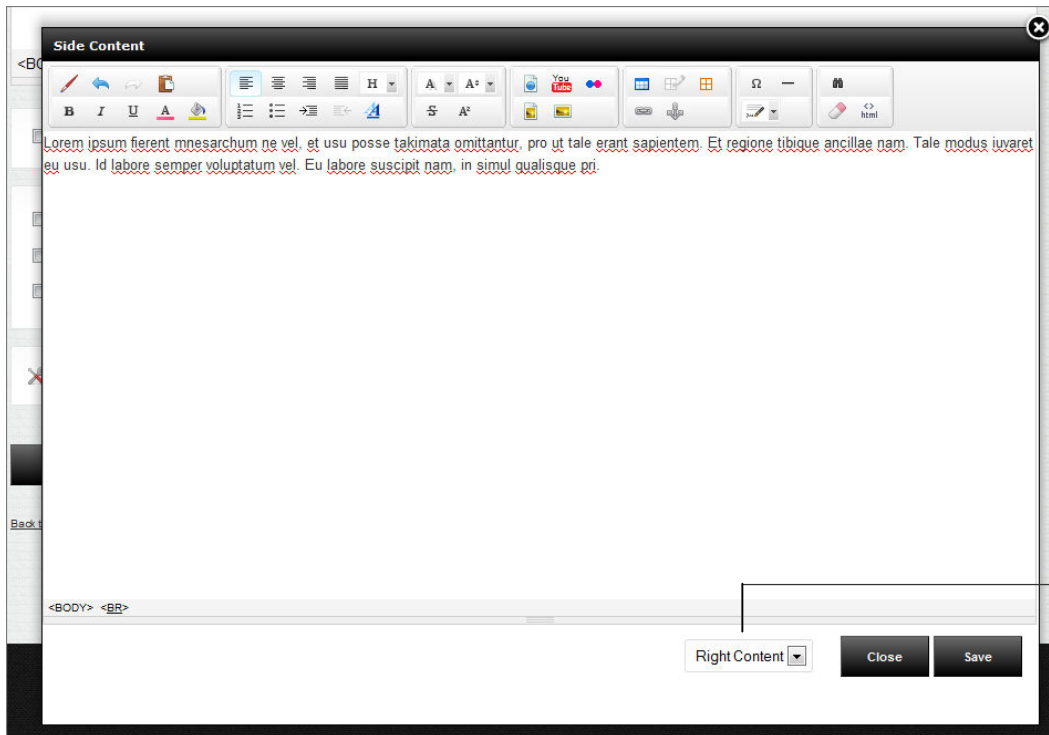
Publishing Schedule

You can control the publishing schedule of a page. The page will become accessible on the **Start Publishing** date and cease to be visible on the **Stop Publishing** date.

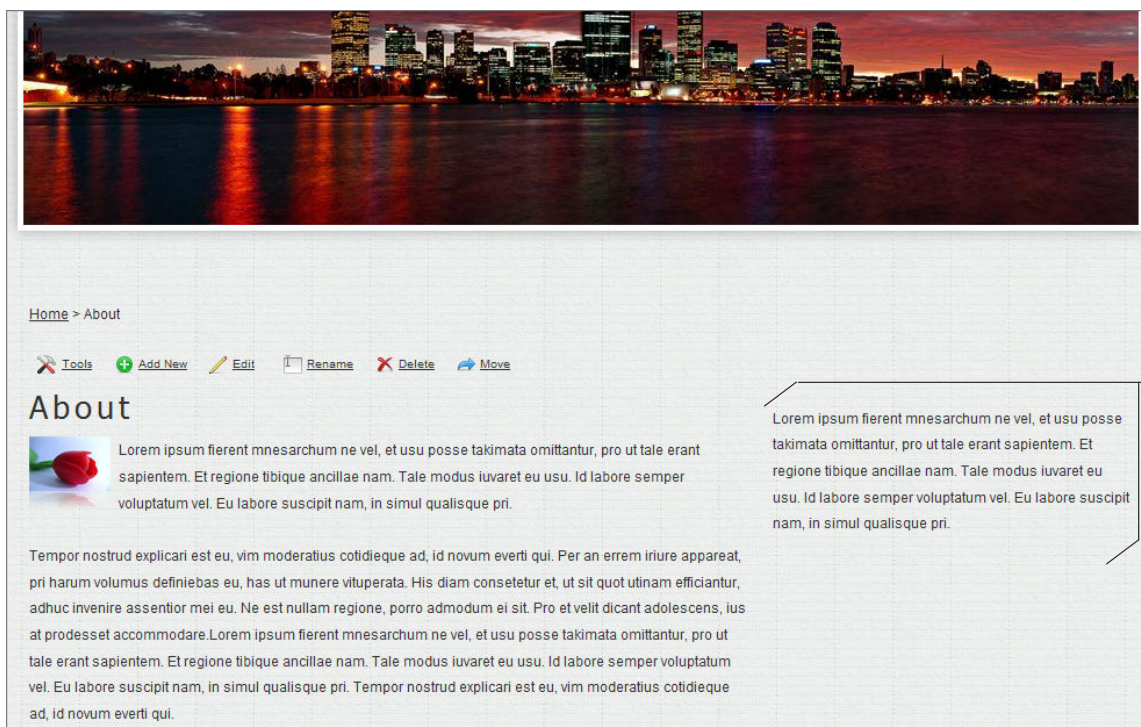


The screenshot shows the **Publishing Schedule** dialog box. It has two main sections: **Start Publishing** and **Stop Publishing**. Each section has a radio button for 'Immediately' and a radio button for 'Specify:'. The 'Specify:' options are date pickers showing '6', 'October', and '2011'. There is an **OK** button at the bottom right.

Side Content



Depending on the design of your template, you can enter left or right content.



Here is an example of text content added to the right side of the page.
Note: The side content area, like the main content, is not limited to plain html. It can also contain modules (extensions of InsiteCreation) with flexible positioning.

Shop

Make a Product

Price : 24.95 ☒ Show Buy Button.

Sale Price : 0.00

Discount Percentage : 0.0000 %

Shipment (if applicable)

Shippable Product : ☐ , Weight: 0.00 [Configure Shipping Cost](#)

SKU :

Product Options

Option	Values	Surcharge
<input type="checkbox"/> Size	Small Medium Large	-2.00 0.00 2.00

OK

1

By specifying a price, a page then becomes a product item.

Ceramic Tea Cup (Cool)

order now!

Ceramic Tea Cup (Cool)

Price: \$24.95

Buy Now

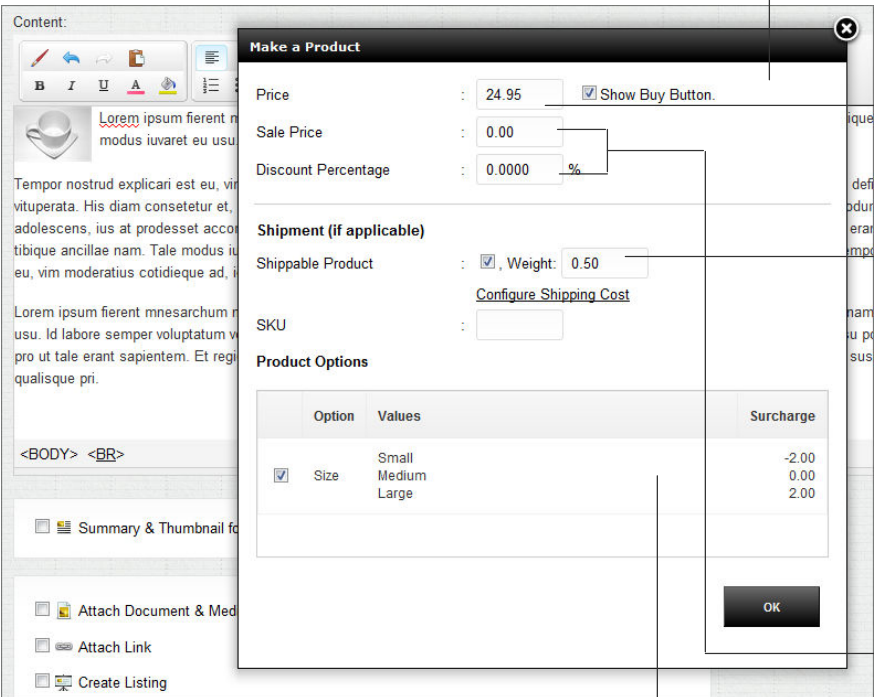
2

Publish the page and an **Order Now** module will automatically be embedded on the page.

Online Shop

Adding an Online Shop

With InsiteCreation's built-in eCommerce capability, any page can easily be turned into a product item, enabling visitors to purchase the item displayed on the page.



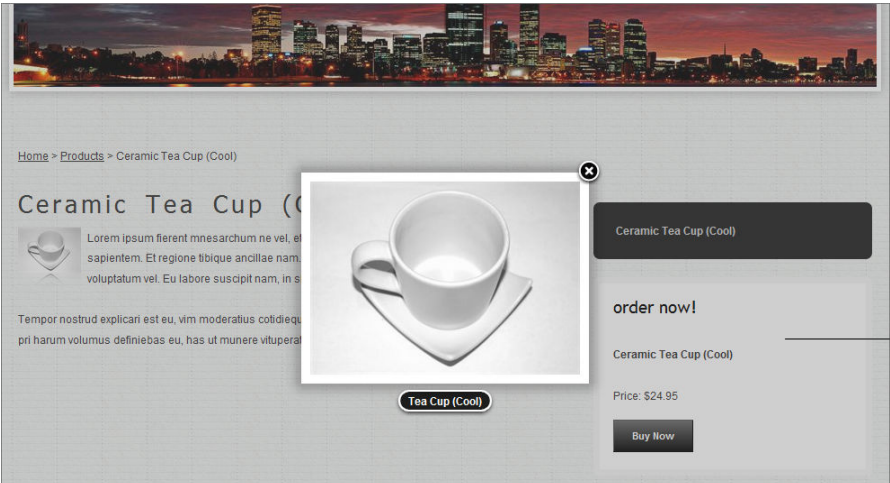
1 Open the **Shop** dialog by selecting the **Make a Product** link when editing

2 Specify product price here. When you specify a price, the page then becomes a product item.

3 You can sell both physical (shippable) products or digital (downloadable) products. You can specify the weight of a physical product if your shipping costs are based on product weight.
Note: To configure shipping cost, go to the **Dashboard**, select the **Shop** menu, and then select **Shipments**.

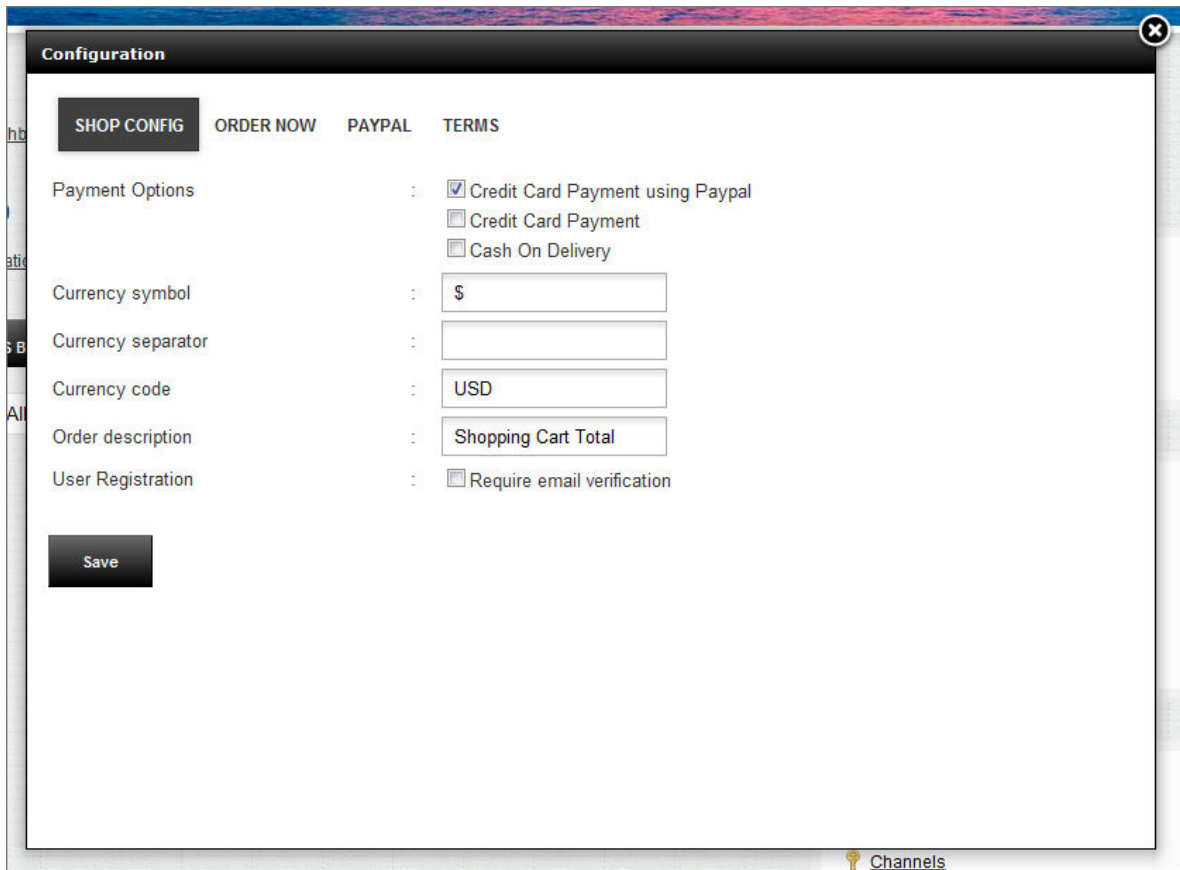
4 A promotional discount can be set here.
Note: Promotional discounts can also be provided using a **Coupon Code**. To create a coupon code, go to the **Dashboard**, select the **Shop** menu, and then select **Coupons**.

5 Here you can choose **Product Options**. To configure product options, go to the **Dashboard**, select the **Shop** menu, and then select **Product Options**.



6 Publish the page and an **Order Now** module is automatically embedded on the page.

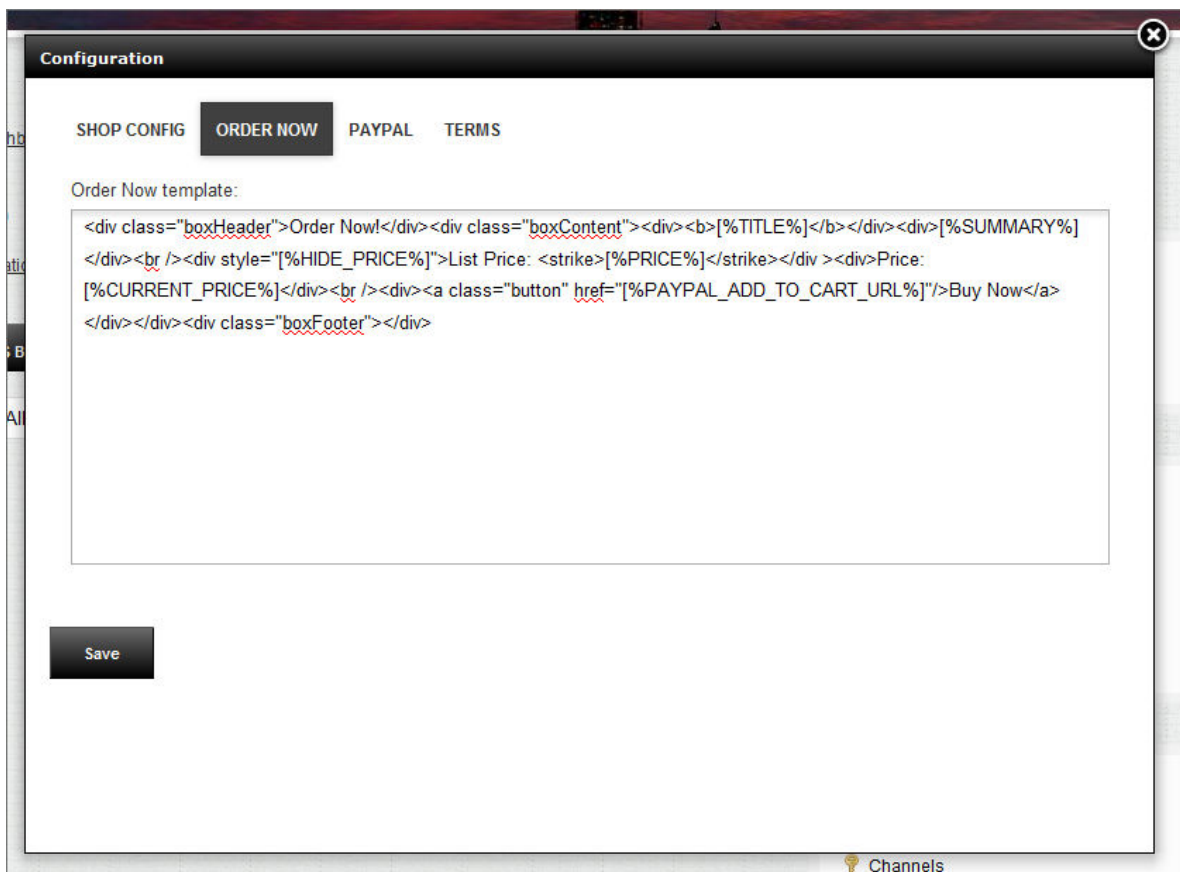
Finally, before your shop can be used, you will need to enter your Paypal email account in the system. Go to the **Dashboard**, select the **Shop** menu, and then select **Configuration**.



The screenshot shows a 'Configuration' window with a dark header and a close button. Below the header is a tabbed interface with four tabs: 'SHOP CONFIG' (selected), 'ORDER NOW', 'PAYPAL', and 'TERMS'. The 'SHOP CONFIG' tab contains the following settings:

- Payment Options:** A list of three options with checkboxes: 'Credit Card Payment using Paypal' (checked), 'Credit Card Payment' (unchecked), and 'Cash On Delivery' (unchecked).
- Currency symbol:** A text input field containing '\$'.
- Currency separator:** An empty text input field.
- Currency code:** A text input field containing 'USD'.
- Order description:** A text input field containing 'Shopping Cart Total'.
- User Registration:** A checkbox for 'Require email verification' which is unchecked.

A 'Save' button is located at the bottom left of the configuration area. At the bottom right of the window, there is a 'Channels' link with a key icon.



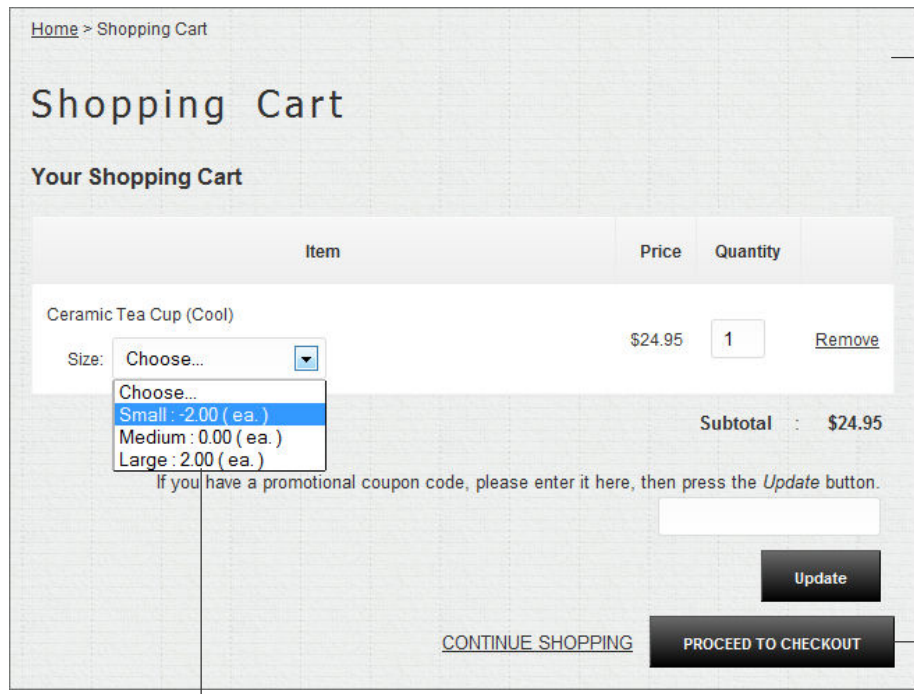
The screenshot shows the same 'Configuration' window, but with the 'ORDER NOW' tab selected. The 'SHOP CONFIG' tab is now inactive. The 'ORDER NOW' tab displays the 'Order Now template:' followed by a code editor containing the following HTML code:

```
<div class="boxHeader">Order Now!</div><div class="boxContent"><div><b>[%TITLE%]</b></div><div>[%SUMMARY%]</div><br /><div style="[%HIDE_PRICE%]">List Price: <strike>[%PRICE%]</strike></div><div>Price: [%CURRENT_PRICE%]</div><br /><div><a class="button" href="[%PAYPAL_ADD_TO_CART_URL%]" />Buy Now</a></div></div><div class="boxFooter"></div>
```

A 'Save' button is located at the bottom left of the configuration area. At the bottom right of the window, there is a 'Channels' link with a key icon.

Placing an Order

Now your shopping page is ready. Below we will look at how your website visitors can place orders for your product items.



Home > Shopping Cart

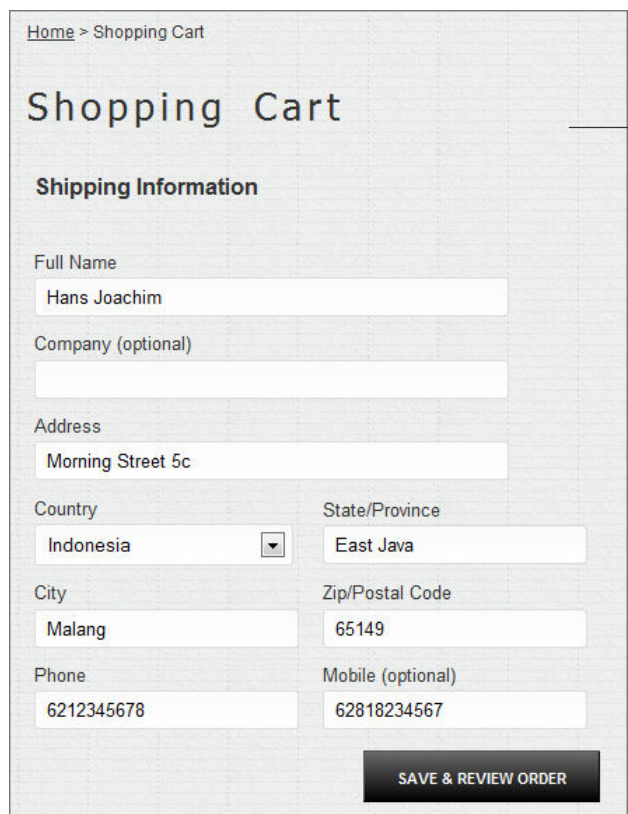
Shopping Cart

Your Shopping Cart

Item	Price	Quantity	
Ceramic Tea Cup (Cool)	\$24.95	1	Remove
Size: Choose... Choose... Small : 2.00 (ea.) Medium : 0.00 (ea.) Large : 2.00 (ea.)			
		Subtotal :	\$24.95
If you have a promotional coupon code, please enter it here, then press the Update button.			
		<input type="text"/>	
		<input type="button" value="Update"/>	
CONTINUE SHOPPING		<input type="button" value="PROCEED TO CHECKOUT"/>	

1 Click **Buy Now** to place an order and you will be redirected to the Shopping Cart page.

2 If a product has options, you can select an option here.



Home > Shopping Cart

Shopping Cart

Shipping Information

Full Name
Hans Joachim

Company (optional)

Address
Morning Street 5c

Country
Indonesia

State/Province
East Java

City
Malang

Zip/Postal Code
65149

Phone
6212345678

Mobile (optional)
62818234567

4 If a product is shippable, a form is displayed to gather the customer's shipping information.

[Home](#) > Shopping Cart

Shopping Cart

Finalize Order

Please review the following item in your shopping cart:

Item	Quantity	Price
Ceramic Tea Cup (Cool) Size: Small	1	\$22.95

Total : \$22.95

[Edit Cart](#)

Terms & Conditions

Your Terms here...

☒ Accept Terms & Conditions

Pay With Paypal

Credit Card Payment (using PayPal) : [Pay Here](#)

5

The customer can then review the order before committing to buy.

6

Click **Pay Here** to pay using Paypal.

Note: a **Cash on Delivery** option is also supported. To configure this, go to the **Dashboard**, select the **Shop** menu, and then select **Configuration**.

Description	Unit Price	Quantity	Amount
Shopping Cart Total Item # 1000003	\$22,95	1	\$22,95
			Item total: \$22,95
			Shipping and handling: \$15,00
			Total with shipping: \$37,95 USD




Create a PayPal Account or Log In



[Learn more](#) about PayPal - the safer, easier way to pay.
[Create a PayPal account](#)

Country:

Credit Card Number:

Payment Type:   

Expiration Date: / CSC: [What's this?](#)

Date of Birth: / / [Why?](#)

First Name:

Middle name(s):

[Already have a PayPal account?](#)

Please log in

Email:

Password:

Forgot [email address](#) or [password](#)?

Modules

InsiteCreation has various built-in modules for you to embed on any page on your website. With modules, you can extend your website functionalities with various applications such as Forum, Event Calendar, Newsletter Subscription, Custom Form, Custom Listing, etc.

Embedding a Module on a Page

If you are logged in with a Module Manager or Administrator role, switch page to **Design Mode**.

Switch to **Design Mode**.

Hi admin My Dashboard Logout Design Mode

home products about support media wall

Create New Design Design Properties Design Manager

Home

Lorem ipsum fierent mnesarchum ne vel, et usu posse takimata omittantur, pro ut tale erant sapientem. Et regione tibi que ancillae nam. Tale modus iuvaret eu usu. Id labore semper voluptatum vel. Eu labore suscipit nam, in simul qualisque pri.

Add Module icon will be displayed in Design Mode.

1 Click the **Modules** icon.

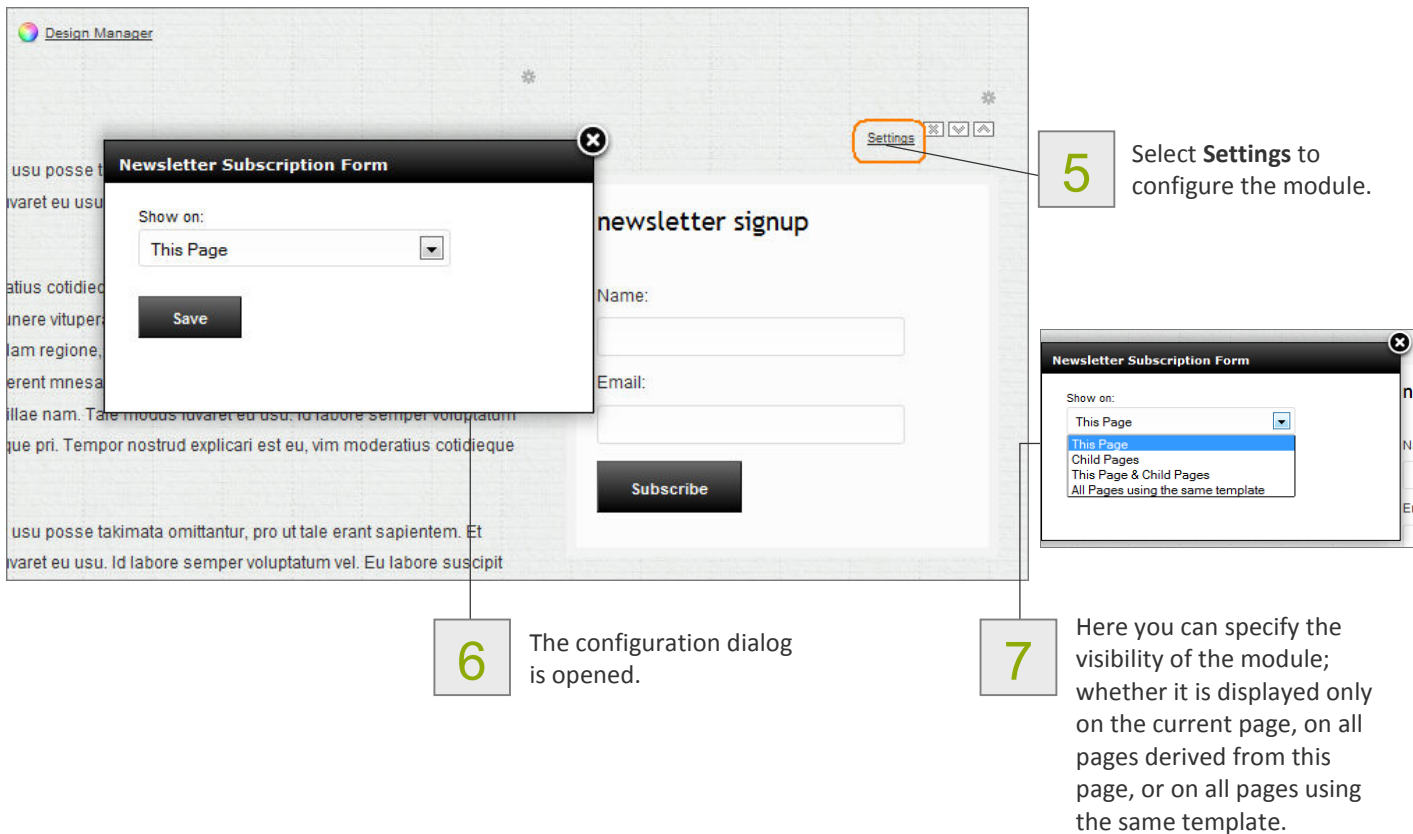
2 The **Modules** dialog opens.

3 Click the **Add** link to embed a module on the page. In this example, try embedding the **Newsletter Subscription Form** module.

4 Finished! The **Newsletter Subscription Form** module is embedded. on the page.

Click this button to detach the module from the page.

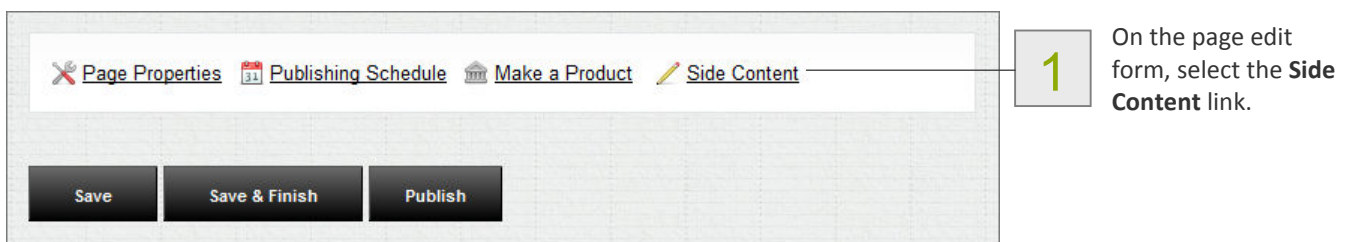
If you have multiple modules embedded, this up/down button will move the position of the module up or down.

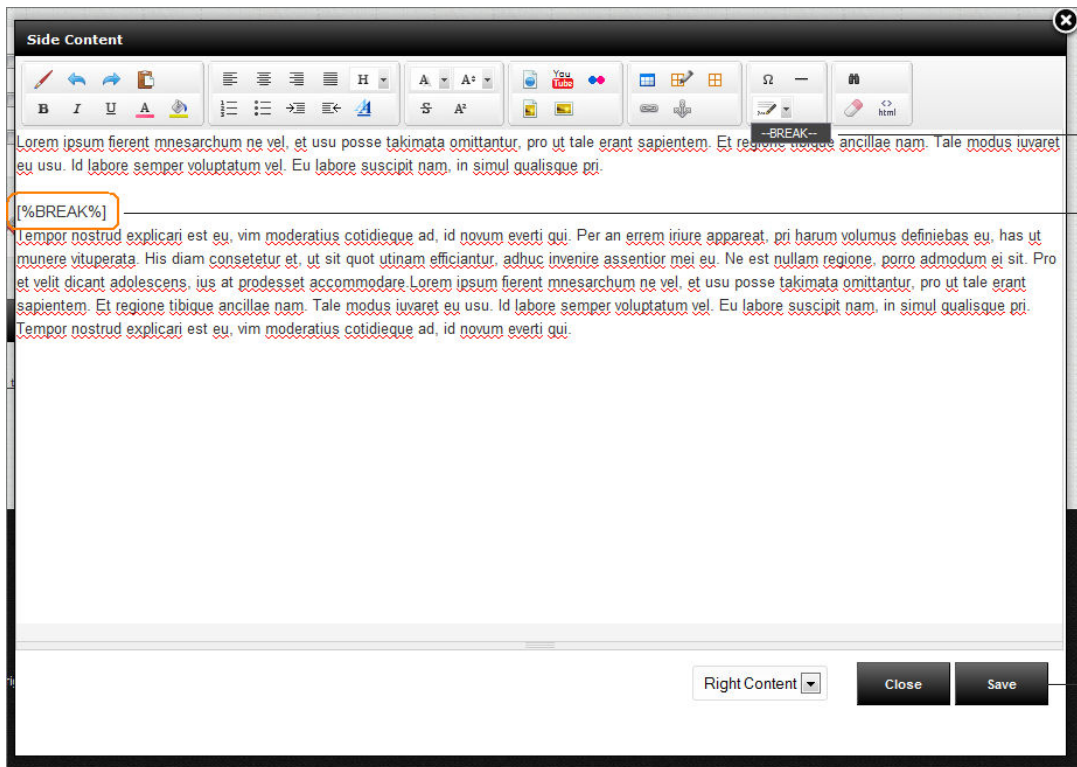


Positioning a Module within Text

If there is text (in the main content or side content), by default, the module will be embedded after the text.

InsiteCreation gives you the flexibility to position the module anywhere within the text by placing a text break: [%BREAK%] tag (when editing the text).





2 Insert a text break.

Here the [%BREAK%] tag is inserted within the text.

3 Click **Save** and then publish the page.



4 Now you can see that the embedded module is positioned within the text (specifically where the text break is placed).

Support is Available

InsiteCreation's interface is designed to be as straightforward and self-explanatory as possible, enabling your users to work with confidence. However, if you have any questions or problems, support is available via our easy & fast helpdesk system at: www.insitecreation.com/support.aspx.